

**Workplace Safety & Health Committee**  
**May 31, 2018**  
**FM28, 2055 Notre Dame Avenue, Winnipeg, Red River College**  
**9:30 am – 10:30 am**

**MINUTES**

**Committee Members:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Dave Wozny, Acting Director, Facility Management<br>(Management Co-Chair) | <input checked="" type="checkbox"/> Dave Cushnie, Technical Officer, Facility Management (employee member)           |
| <input type="checkbox"/> Member Name, Member Title, Department<br>(Employee Co-Chair) <b>TO BE DETERMINED</b> | <input checked="" type="checkbox"/> Dustin Girard, Building Services Worker, Building Services (employee member)     |
|   | <input checked="" type="checkbox"/> Scott Wichenko, Building Services Manager, Building Services (management member) |
|   | <input checked="" type="checkbox"/> Doug Worthing, Controls Technician, NDC Maintenance (employee member)            |

**Guests:**

- |  |                          |
|--|--------------------------|
| <input checked="" type="checkbox"/> Val Stewart, Administrative Assistant, Facility Management                 | Recorder                 |
| <input checked="" type="checkbox"/> Kerilyn Zielinski, Safety & Training Coordinator, Safety & Health Services | Safety & Health Services |

Call to Order: <Insert Time>

STANDING ITEMS	DISCUSSION	ACTION ITEMS
1. Review and Acceptance of Agenda	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Amended – if amended, list items below <ul style="list-style-type: none"> <li>• &lt;list item and person responsible&gt;</li> <li>• &lt;list item and person responsible&gt;</li> </ul>	<ul style="list-style-type: none"> <li>• Inaugural meeting</li> </ul>

STANDING ITEMS	DISCUSSION	ACTION ITEMS
<b>2. Approval of Previous Minutes</b> <include date of minutes>	<input type="checkbox"/> <b>Accepted</b> <input type="checkbox"/> <b>Amended – if amended, list items below</b> <ul style="list-style-type: none"> <li>• &lt;list amendments&gt;</li> <li>• &lt;list amendments&gt;</li> </ul>	<ul style="list-style-type: none"> <li>• N/A as this was the inaugural meeting</li> </ul>
<b>3. Review Action Items from Previous Minutes</b> <include date of minutes>	<p>➤ <b>N/A</b></p> <p><b>UPDATE:</b></p> <ul style="list-style-type: none"> <li>• This was the inaugural meeting so there were no items from previous minutes.</li> <li>• There may be items to add in the future (from previous NDC safety &amp; health committee).</li> </ul> <p>Further Action Required?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>
<b>4. Improvement Order Update –</b> <i>Safety Services</i>	<ul style="list-style-type: none"> <li>• Two outstanding orders are: 1) safety &amp; health committee structure changes; 2) development of safety &amp; health program</li> </ul>	<b>Action:</b> <b>Person Responsible: Safety &amp; Health Services</b> <b>Target Deadline:</b>
<b>5. Review of Workplace Inspection Reports</b>	<ul style="list-style-type: none"> <li>• To be reviewed at future safety and health committee meetings.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>
<b>6. Workplace Injury Reports</b>	<ul style="list-style-type: none"> <li>• To be reviewed at future safety and health committee meetings.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>
<b>7. Review Right to Refuse Investigation</b>	<ul style="list-style-type: none"> <li>• To be reviewed at future safety and health committee meetings.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>

STANDING ITEMS	DISCUSSION	ACTION ITEMS
8. <b>Review of Safe Work Procedures</b>	<ul style="list-style-type: none"> <li>To be reviewed at future safety and health committee meetings.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>
9. <b>Review of Training and Education</b> <i>Kerilyn Zielinski</i>	<ul style="list-style-type: none"> <li>One hour training session regarding WSH committee basics</li> <li>Half hour training session regarding right to refuse investigations (fall)</li> <li>One hour training session regarding inspections (fall)</li> </ul>	<b>Action: schedule training</b> <b>Person Responsible: Kerilyn Zielinski to deliver training; Val Stewart to set date for Basics</b> <b>Target Deadline: summer</b>

NEW BUSINESS					
<b>1. FM EDC Staff Representation</b>					
Origin Name	Date	Issue	Action	Assigned To	Target Deadline
Kerilyn Zielinski	May 31, 2018	This committee's membership to include representation from FM staff located at EDC in the future.			
<b>Request Response from Employer (i.e. Dean, Director, Executive Director, VP)</b> This is activated when the committee can no longer manage the issue. It is the responsibility of the management Co-Chair to bring this forward. The employee has 30 days to respond in writing back to the Committee.  <input type="checkbox"/> Yes Management Co-Chair Name: <u>&lt;insert name here&gt;</u> Date sent to employer: <u>&lt;insert date here&gt;</u>					

NEW BUSINESS					
<b>2. Technical Officer Training</b>					
Origin Name	Date	Issue	Action	Assigned To	Target Deadline
Dave Cushnie	May 31, 2018	Technical Officers require safety training such as fall protection and confined space.	Dave W and Kerilyn will meet to discuss.	Dave Wozny Kerilyn Zielinski	

**Request Response from Employer (i.e. Dean, Director, Executive Director, VP)**

This is activated when the committee can no longer manage the issue. It is the responsibility of the management Co-Chair to bring this forward.  
 The employee has 30 days to respond in writing back to the Committee.

Yes

Management Co-Chair Name: <insert name here>

Date sent to employer: <insert date here>

**NEW BUSINESS**

**3. Regional Sites**

Origin Name	Date	Issue	Action	Assigned To	Target Deadline
Dave Cushnie	May 31, 2018	Safety and health qualifications of contracted parties at regional sites was discussed. The safety and health program will eventually have a robust part pertaining to contracted parties.	Safety & Health Services	Safety & Health Services	

**Request Response from Employer (i.e. Dean, Director, Executive Director, VP)**

This is activated when the committee can no longer manage the issue. It is the responsibility of the management Co-Chair to bring this forward.  
 The employee has 30 days to respond in writing back to the Committee.

Yes

Management Co-Chair Name: <insert name here>

Date sent to employer: <insert date here>

**Meeting Adjourned: 10:30 am**

**NEXT MEETING: Thursday, September 20; 10:30 – 11:30 – FM31**

**These Minutes require Management and Employee Co-Chair Signature.**

Approval must be agreed by both parties. If approval cannot be reached with the minute record, please attach concerns on a separate page and forward to the Director, Safety & Health Services, Jodi

Pluchinski - [jpluchinski@RRC.CA](mailto:jpluchinski@RRC.CA).

**Management Co-Chair Signature**



JUNE 19/2018

<insert name, title, department>

Date

DAVE WOZNY, A/DIRECTOR FACILITY MANAGEMENT

**Employee Co-Chair Signature**

TO BE ELECTED AT NEXT MEETING.

<insert name, title, department>

Date

***COPY OF MINUTES SENT TO THE FOLLOWING WITHIN 7 BUSINESS DAYS OF MEETING:***

- WSH Committee Members
- Safety & Health Services – [jpluchinski@RRC.CA](mailto:jpluchinski@RRC.CA)
- WSH Branch – [cominutes@gov.mb.ca](mailto:cominutes@gov.mb.ca)
- Posted on designated WSH Committee bulletin board